

## Catalog Definitions Documentation

### PeopleSoft Module: Payroll

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
400	<b>Course Name:</b> Agency Payroll	
	Course Name (short/abbrev): Agency PY	
	<b>Course Duration:</b> 1/2 Day	
	<b>Course Description:</b> This course covers the role an Agency Payroll Specialist plays in the Payroll process. It includes a discussion about Enterprise Payroll business processes, and the calculation and confirm process used in the Edison payroll system. Employees will be introduced to procedures for various payroll transactions such as: off-cycle checks, retroactive transactions, generating reports and queries, and payroll self-service transactions. Understanding and viewing employee payroll information also will be included.	
	<b>Prerequisites:</b> 99 – Basic Navigation	
	<b>Recommended Audience:</b> Employees that perform general payroll duties for their respective State agencies.	
	<b>Course Objectives:</b> <ul style="list-style-type: none"> <li>▪ Introduction to Enterprise Payroll business processes.</li> <li>▪ Learn how to view employee payroll data.</li> <li>▪ Understand the process of pay calculation and confirmation.</li> <li>▪ Understand the process of various payroll transactions, such as: off-cycle transactions/reversals, retroactive transactions, reports and queries.</li> </ul>	